



SPIRIT LAKE ELEMENTARY HANDBOOK

2023-24 SCHOOL YEAR





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Our Mission & Beliefs

District Mission

All Students will Learn and Become Responsible Citizens

District Beliefs

- ★ The learning community motivates, inspires, and expects every person to be a lifelong learner.
- ★ All students have meaningful and supportive relationships with adults over sustained periods of time.
- ★ All students have enriched opportunities to learn, perform, help others, and be recognized.
- ★ All efforts of the school are focused on clear, challenging, developmentally appropriate learning goals.
- ★ The learning community shares responsibility for student success.
- ★ The school is engaged in dynamic improvement to increase student achievement.

Please feel free to stop in, call, or email us any time if you have any questions, concerns, or compliments. Be sure to utilize our website for up-to-date information on our school and our school district.



Jessica Vancura
Spirit Lake Elementary Principal
712-336-2822 ext. 4000

We ARE Spirit Lake!



Absences/Attendance

Children are required by law to be in regular attendance at school until they have completed the eighth grade and reached the age of 16. Regular attendance by students is essential for them to obtain maximum opportunities for the education program. Parents are encouraged to ensure that an absence from school is a necessary absence. Excessive absenteeism is defined as having missed more than 10 days of school in a 90 day semester. If this number of absences occurs, a conference may be held to discuss the attendance of your son or daughter.

If your child will be absent from school, please call your child's teacher before 8:15 am. A student arriving after attendance has been taken or returning from an appointment should be signed in at the office by a parent. *(Please note that you will be called if you have not reported your child's absence. An unreported absence is considered unverified and may receive special attention from the principal, guidance counselor, or police liaison officer.)*



A.C.E Room

The goal of our A.C.E. (alternative classroom environment) classroom is to help students by providing them with the necessary strategies and skills needed to be successful in the general education setting.

If students are in need of additional support, staff may access the A.C.E. room resources. This learning space will be utilized for multiple purposes that may include, but not limited to, learning and using de-escalation skills, sensory breaks, work breaks and any other activities that may require a quiet 1:1, or small group setting.

The A.C.E. room is staffed with a certified teacher along with a paraprofessional. The principal, assistant principal, and guidance counselor work closely with staff to assist when needed.

ALICE

In an effort to provide the safest environment for our students, our "ALICE" procedure has been established. During a threat, students and staff practice proven techniques to ensure the highest level of safety if an intruder enters the building. Techniques include, Alerting, Lockdown; if threat is outside the building, Countering (students should not counter the threat), Informing or Evacuation if the threat enters the building. This procedure is continually evaluated to ensure safety for staff and students in all settings throughout the school day. If you have questions or concerns about this procedure, contact Elementary Principal Jessica Vancura.

Anti-Bullying/Anti-Harassment

Harassment and bullying are against federal, state and local policy and are not tolerated by the Spirit Lake Community School District. The school is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. There are policies, procedures, and practices designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. (Reference Policy 502.10R2)



Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Bullying is the activity of repeated, one-sided behavior intended to hurt another person, physically or mentally. The Spirit Lake School District prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written remarks, repeated, with the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

Harassment and bullying include any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, which creates an objectively hostile school environment. The student should tell an appropriate school employee and write down exactly what happened, where it happened, who was involved and who witnessed the harassment.

This policy is in effect while students are on property within the jurisdiction of the school district, while on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Arrival & Dismissal

School Hours:

7:45 a.m.	Teachers' work day begins
7:50 a.m.	Breakfast (students eating breakfast may enter)
8:10 a.m.	First Bell: Students should travel to their classrooms (students may arrive at school no earlier than 7:45 a.m.)
8:15 a.m.	School begins & attendance taken
3:10-3:20 p.m.	Dismissal

Important Notes:

- TK meets in the classrooms prior to 8:15 a.m.
- 1st grade - Meetings in the Lunchroom, south side.
- KDG/PreK will meet in the elementary gym.
- 2nd-4th grade meet on the playground prior to 8:15 a.m. (please dress children appropriately per recess guidelines)
- Any student entering the building needs to be dropped off at the north entrance. Doors will be locked until 7:45 a.m. to ensure proper supervision.



Bicycles, Rollerblades & Skateboards

Riding a bicycle to school is a convenience or a hazard depending on the student riding the bike. Any student riding a bike should have parent's permission and be required to obey the school rules for riding. Parents please remember you are primarily responsible for the children when giving them permission to ride their bikes or other means of transportation in the street coming to and leaving from school. The following guidelines have been established:



- Your child is to observe traffic rules riding to and from school.
- Each child is to park the bike in the bicycle racks when he/she arrives at school. The school will not assume the responsibility for damages or theft to bicycles, rollerblades, skateboards, and scooters while at school.
- Riding skateboards, rollerblades, and scooters on school grounds is PROHIBITED.
- Children are to walk their bikes across the streets, and on the sidewalks in front of the school.

Birthday Treats

Students are allowed to bring treats to celebrate their birthday. We request treats be simple, packaged/wrapped, and nutritious. Due to health concerns no homemade treats are allowed, and must be brought to school unopened in the original package. For example: if your child wants to bring carrots as a treat, send the carrots in the unopened package you bought at the store. The teacher will divide the carrots for the students to share. **By no means is bringing birthday treats for the class required or expected.**

Blue Zone Project

Physical Education

Physical Education engages students in moderate to vigorous activity more than 50% of the time during physical education class.

Physical Activity

Employees should not use physical activity or withhold opportunities for physical activity as punishment before, during and/or after school.

Vending

Access to food or beverage vending machines is limited during school hours as well as 30 minutes following the end of the school day in compliance with the Healthy Kids Act and Blue Zones Guidelines for Healthy Food and Beverages in Schools.

Snacks

Spirit Lake Elementary will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. All snacks meet the Healthy Kids Act and the Blue Zones Guidelines for Healthy Food and Beverages in Schools. The school will disseminate a list of healthful snack items to teachers and parents.



Book Fines

A book fine will be charged to any student who loses or damages any book belonging to the classroom, media center, or Spirit Lake School.

Textbook and library book fines will be charged to your child (you) for lost, mutilated, or excessively worn books. It is the responsibility of each student to respect and be responsible for all books they use. (Ref. Code Nos. 504.12; 504.12R1)

Books can be returned within two weeks of payment for full refund.

Buses

Transportation to school is provided for many of our elementary students. If your child is eligible for bus transportation, you will be notified at registration in August. Transportation of students to and from school is of primary concern, and it takes the cooperation of all bus riders to make it safe.

The following policies will apply to the use of school owned buses:

- Students will ride in the bus assigned by the Superintendent of Schools
- Bus drivers operate on a regular schedule deviations will be made if weather and road conditions warrant.
- Buses are scheduled to arrive and leave school at approximately 8:00 a.m. and 3:25 p.m.



Parental support is needed to insure a safe bus ride for student passengers. In general, any activity that distracts the driver or is disturbing or unsafe to other students is objectionable. Students will need to follow the following bus rules:

- The bus driver may assign seats.
- Be courteous
- No profanity
- Do not eat or drink on the bus.
- Violence is prohibited. NO WEAPONS.
- Remain seated
- No smoking
- Keep your hands and head inside the bus. Do not destroy, mark or cut seats.
- For your own safety do not distract the driver.
- Report to the driver before leaving the bus any difficulty experienced as a passenger.
- Bringing and using electronic devices such as cell phones, and video gaming devices is done at your own risk with the school district taking no responsibility for lost or broken devices.

These are the rules for riding the bus. Failure to follow these rules will result in a bus referral.

- 1st bus referral – warning
- 2nd bus referral – suspension from bus for 5 days
- 3rd bus referral – suspension from bus for the remainder of the year.

If a student exhibits severe misbehavior such as fighting, open defiance or destruction of property, the consequences will be the same as if the student were receiving his third report. Students may receive temporary suspension of bus riding privileges at the discretion of the principal.



Parents will be notified of the bus referral via email, phone, or written letter from the principal.

School bus transportation is a privilege and can be taken away any time a student's conduct is considered to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire busload of students because a few of them disobey the rules. (Ref. Code No. 502.6) The above penalties are not negotiable. A note written by a parent is required if a bus student is not going to ride his/her bus home or if there are any other changes in the usual bus procedures. The note should be shown to both the teacher and the bus driver. If two students are involved, both students need notes from their parents.

Cancellation, Delay, or Early Dismissal

The regular school schedule will be changed only when a real or potential safety risk exists. In case school is canceled, delayed, or dismissed early due to weather conditions or other emergencies – announcements will be made on local radio stations. Weather announcements will be broadcast as soon as a decision is made by the administration. It is important for school lines to remain open, so rather than call the school, **PLEASE LISTEN TO THESE STATIONS:**

- KUOO – 103.9 FM - Spirit Lake
- KICD – 107.7 FM - Spencer

Parents are encouraged to sign up for KTIV Weather alerts through our website at www.spirit-lake.k12.ia.us, via the “Alerts” tab to have weather delays and cancellations text to their cell phone. Announcements will also be made on the school's facebook and twitter accounts.

Spirit Lake Elementary School will not contact individual parent families to discuss student travel arrangements. Parents are encouraged to develop an emergency plan with your child so he/she knows what to do in case school is dismissed early. Advise him/her of the plan giving specific information to your child's teacher in regard to unexpected dismissals.

Child Abuse and/or Neglect

Any employee of the Spirit Lake Community School shall orally report suspected child abuse to the Dickinson County Department of Human Services. It is the obligation of the principal to report cases of suspected child abuse brought to his/her attention by school employees if this has not already been done.

The person making the oral report to the Department of Human Services is responsible for submitting a written report within forty-eight hours of the contact which disclosed the existence of possible abuse. (Ref. Code Nos. 406.1, 406.1R1)

Concerns

If you have concerns regarding a situation at school you are urged to follow this procedure:

- Contact your child's teacher to discuss the problem and possible solutions
- If the concern is not resolved, request a conference with the principal.
- If the concern is not resolved, contact the superintendent.



Conduct of Students

Students learn better in a safe and orderly school environment. The behavior expected for students at school is a combination of common courtesy and safety considerations. Please discuss school rules with your child.

- Behave in a safe and orderly way.
- Respect people and property.
- Follow directions.¹
- Accept correction or a consequence.
- No toy (or real) guns, knives, lighters or weapons of any kind are allowed on school grounds.

Students are subject to disciplinary action for misconduct on the school grounds, in the school buildings during or immediately before and after school hours, or at any time school facilities are being used for a school function. Students are also subject to disciplinary action off the school grounds at a school activity or event, at any school building or facility owned or leased by the school district, and buses owned or leased by the school district. (Ref. Code No. 502.1)

Students are expected to follow the above behavioral expectations as well as refrain from bringing items to school that are illegal or take away from the learning goals of our school. These items include, but are not limited to the following: tobacco, drugs, drug paraphernalia, or alcohol. Students not following these expectations are subject to school related disciplinary action.

Conferences

Parent-teacher conferences are scheduled during August, November and March. You are asked to schedule a time to meet with your child's teacher using our on-line conference scheduling program found on the school website. Conferences are extremely important for our students, however with over 20 students for most of our teachers it is essential for our parents to make every effort to attend the scheduled conferences. Either you or the teacher may ask to schedule additional conferences at other times during the school year if there are concerns.

Disaster Drill

By mandate of the State Fire Marshall, school officials shall conduct periodic fire and tornado drills two times in each school semester during the school year. Fire safety standards will be checked each year to ascertain that schools are meeting state standards. (Ref. Code No. 506.8)

Discipline Policy

For the Spirit Lake Elementary School to maintain an atmosphere that is conducive to learning, it is parent and staff expectations that students conduct themselves in a proper manner.

Classroom rules are established and enforced by the classroom teacher. Rules may vary somewhat from room to room, but students are informed of these rules and are expected to conduct themselves in an appropriate, considerate, and responsible manner.

Students may be sent to the principal's office for disciplinary action when a teacher or other employee determines that a student's behavior warrants such action. Parents will be notified if the behavior of their child becomes a detriment to that child's education or to the education of others.



Distribution of Materials

Students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. (Reference Policy 1006.3, 1006.3R1). This information may be shared with student families via a website link on our school webpage titled “Family & Community Resources,” rather than distributing the material to each student. Parents are encouraged to refer to this webpage frequently for new activities and updates.

Dress

We have simple dress suggestions for our elementary school students. We ask that you cooperate with us in this matter. The following guidelines have been established.

Student clothing that distracts from the teaching and learning process is not considered appropriate at school and will be handled by the teacher and/or principal. It is our belief that clothes and personal appearance directly influence a student’s behavior and attitude. Our major objective is to provide the best possible education with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere.

During our Iowa winters, children must be dressed properly for outside play. Hats, mittens, and boots are necessary for cold weather and/or snow. Boots will be required until the temperature is such that the feet will not become excessively cold.

- Children are required to have at school a pair of shoes/ sneakers when they are wearing boots outdoors. It is not good practice to have children in a classroom without shoes.
- Labeling (first and last name) of clothing items is helpful when things are lost or misplaced.
- Clothing advertising or promoting drinking establishments are prohibited. This includes logos, emblems, and/or establishment names.

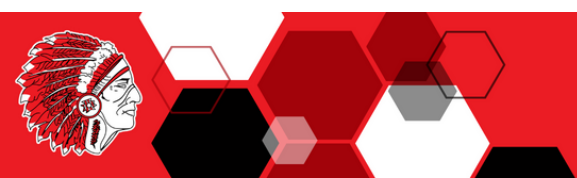
Educational Equity

Educational equity means the Spirit Lake School District will not discriminate in its educational programs and/or activities on the basis of sex, race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or genetic information in accordance with all state and federal laws, rules and regulations. Ashley Weber is the Equity Contract for the Spirit Lake School District.

The Board and the District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability.

This nondiscrimination policy extends to educational programs, student activities and athletics, student behaviors, District staff members, the public, District employment practices, and all aspects under the jurisdiction of the Spirit Lake Community School District.

The Spirit Lake Elementary School is committed to eliminating any kind of discrimination related to the treatment of students and employees. The school district wants to be informed if a student feels he/she is not receiving an equal opportunity in learning so that the discrimination can be eliminated. (Ref. Code No. 102)



Electronic Devices

Students may not have their Personal Electronic Devices out or in use during the school day. Personal Electronic Devices are permitted before school and after the school day has ended. Personal Electronic Devices that are confiscated during the school day will be handled as follows:

- 1st Offense: Students will be given the PED at the end of the day of school.
- 2nd Offense: Parents/caregivers will need to come in and pick up the PED up from the office.
- 3rd and Successive Offense(s): PED is returned to parents/caregivers during administrative conferences with student and parent(s).

Family Night

Wednesday evening throughout the school year has been designated as “family night”. The school system cooperates by not scheduling parties, practices, trips, performances or contests on that evening. The only exceptions are when our school has an obligation to participate because of membership in one of the state athletic or activity associations.



FERPA Parent Notification

Unless you notify us to the contrary, our district will release, upon request, the following “directory information” about your child:

- Student’s name
- Address
- Telephone listing (i.e. Student Directory)
- Whether student is dual enrolled or enrolled in home school assistance program
- School Sponsored programs (i.e. playbill for plays or holiday/ seasonal programs)
- Annual yearbook
- Honor roll/Newsletter recognition

If you do not want all or some of the above information released, provide written instructions by September 2 to:

Dena Blomster, Elementary Office Manager
Spirit Lake School District Office
2701 Hill Ave.
Spirit Lake, IA 51360

Field Trips

Your child will have the opportunity to participate in various field trips during the school year. We feel these trips are an extension of the school curriculum. As such, the children are required to go, as it is part of the regular school day. You will be notified of any field trips your child will be taking that involves leaving the school district.

Advance consent of the student’s parents/guardians is required for any excursion involving the use of public or private transportation. The students will be supervised during any field trip they take and will be expected to follow the guidelines set by the district. If there are unusual circumstances that would limit or exclude your child’s participation, please contact the teacher. (Ref. Code No. 602.11)



Foster Care Point of Contact

All families should be aware of the Foster Care Point of Contact. Our Foster Care point of contact is **Kim Johnson, 712-336-2822, Ext. 4290.**

Google Apps for Education

Spirit Lake Elementary School creates Google Apps for Education accounts for all students in grades 3-12. These accounts provide the ability for collaborative sharing with teachers and classmates both in school and outside of school. As a result, SLCSO needs a parents/guardian permission form signed for any students under the age of 14. This permission form will be completed each year during registration.

Guidance Counselor

A guidance counselor is on staff at SLES. The guidance counselor meets with all children in large groups occasionally. She will counsel small groups of students on situations affecting them. On occasion, the counselor may also meet with parents. The guidance counselor at the elementary school is also the 504 coordinator for the elementary school. To inquire about a possible 504 plan, please contact Kim Johnson, 712-336-2822, Ext. 4290.

Health Screenings

The following screenings are conducted routinely in the grades listed.

- Hearing grades K-3
- Height and Weight - upon request
- Vision grades 1st Grade and 3rd Grade



Public Health offers a signup for student flu vaccines at the start of flu season.

Screenings can also be done at teacher/parent request. Parents will be notified if there's concern in these areas.

Homeless Children & Youth

The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent or the Superintendent's designee.

"Homeless child or youth" is defined as a child or youth from the age of 5 years through 21 years who lacks a fixed, regular, and adequate night-time residence and includes the following:

- A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;



- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.
- Spirit Lake Schools will comply with all state and federal policies on homelessness. (Ref. Code No. 501.3)

Homework

Out of class assignments will mainly be for practice, review, or enrichment. If schoolwork is not completed, a student may be required to complete the work at recess or after school. Parents will be notified if a child is to stay after the regular dismissal time.

Illness or Injury

The school nurse recommends you keep your child home if there are signs of a communicable disease such as:

- vomiting and nausea; frequent loose stools
- a temperature of over 100 degrees
- skin that is dry and hot; profuse sweating; a skin rash that is spreading
- a sore throat, runny nose, severe cough, frequent cough, croup
- pain in the chest, abdomen, ears, or joints
- a stiff neck or back
- convulsions or spells when a child gets stiff and twitches
- an undiagnosed skin rash or sore
- red or inflamed eyes
- persistent headache, earache, or other discomfort

Do not send your child to school until he/she has had none of the above symptoms for twenty-four (24) hours. In case of illness at school, staff will contact you or one of the emergency numbers listed on your child’s enrollment form. No child will be sent home until arrangements are made with you or another authorized adult.

In case of an injury, staff will render first aid treatment only. If emergency medical treatment is necessary the school staff will try to contact you, then the emergency number on the registration form. If neither the parent nor authorized adults are available, the school will then take the necessary steps to assure the welfare of the child. This may include taking the child to the emergency room. (Ref. Code No. 506.6)

Immunizations & Vaccinations

A student enrolling for the first time in a school in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Students may be exempted for medical or religious reasons as outlined in the Iowa Code. (Ref. Code No. 506.3)



Insurance Program

A school time accident program is available to each student on a voluntary basis. You will be given the opportunity to purchase this protection early in the school year. No student is required to purchase this insurance. The school is only performing a service for the student and is not responsible for the collection of claims. (Ref. Code No. 504.4)

Kindergarten Open House

Kindergarten open house is held each spring for the purpose of explaining the kindergarten program to the parents of students starting school in the fall. Students are eligible to start kindergarten if they have reached their fifth birthday on or before the 15th of September of the current year. A certificate of birth and a physical examination are required of all students entering the kindergarten program. Not all children who have reached the age of five years are ready to start kindergarten; as a result we conduct screenings as a part of the kindergarten round-up process. We would be happy to discuss any problems or concerns that you may have about your child's readiness to start school. (Ref. Code No. 501.1)

Leaving School Before Dismissal

If it is necessary for a student to leave school before the regular dismissal time, he/she must bring a note to his/her teacher from home stating the reason, time, and place he/she is going. The note must indicate if the student is leaving with someone other than the parent with physical custody. The note must be signed by the custodial parent/guardian. A telephone call to the child's teacher is also acceptable. **The student must be signed out in the office before leaving the building.**



Lockdown

In an effort to provide the safest environment for our students, a "Lockdown" procedure has been established. During a lockdown, students and staff practice proven techniques to ensure the highest level of safety if an intruder enters the building. This procedure is continually evaluated to ensure safety for students in all settings throughout the school day. If you have questions or concerns about this procedure, contact Elementary Principal Jessica Vancura.

Lost & Found

The amount of clothing and footwear items left at school is of great quantity. These items usually go unclaimed at year's end. The lost and found items are placed in boxes in various areas of the school. If a child has lost something, we will try to help him/her find the item. Please encourage your child to be responsible for his/her personal property, label all articles and leave valuables and money at home.

Lunch Program

A school lunch will be served each day at the elementary. Students may purchase lunch or may bring their own from home. Please check the menu online via the Spirit Lake School district website. Students who bring their lunch from home may purchase milk or bring juice. Please pack a nutritious lunch so your child will have the essential nutrients to stay alert and learn. **PLEASE DO NOT SEND SODA POP OR BRING FOOD FROM FAST FOOD RESTAURANTS TO YOUR STUDENT WHILE THEY ARE AT SCHOOL.** Just as any eating



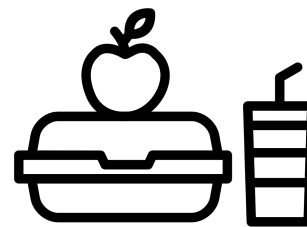
establishment we hope visitors, students, and staff eat school lunch when eating in the lunchroom. However, bringing a sack lunch is acceptable.

Free and Reduced Prices:

If you qualify, you may receive free or reduced lunch prices (and breakfast). Please contact the office or refer to the district website for additional information and an application.

Negative Lunch Balance:

Students have a meal account. When an account reaches -\$50.00, the school district has the option to deny students the ability to charge anything until the negative account balance is paid and additional funds are deposited into the account. In addition, when an account has ANY negative balance, students WILL NOT be allowed to charge seconds, extra milks or a la carte items to their account. These items will need to be paid in cash until the account has a positive balance. (Families may add money to student accounts via electronic payment through Infinite Campus or send payments to the school offices.)



Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The district may charge \$1.50 for the alternate meal.

Extra Milk:

A half-pint of milk is furnished with a school lunch. If your child desires more than one carton of milk with his/her lunch, extra milk is available to purchase.

Lunchroom Rules:

The following rules have been established for our lunchroom. These basic rules are established to provide guidelines for an enjoyable eating environment for all students.

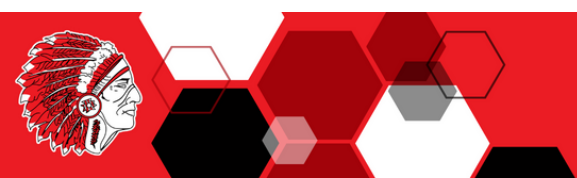
- Keep your hands and feet to yourself.
- Talk quietly to your neighbors.
- Wait patiently to be dismissed.
- Eat your own food and eat over the table.

Mascot

Use of the Indian mascot on school related clothing and uniforms, signs, or other pictorial forms must be approved by the administration. This requirement is aimed at preventing the stereotypical representation of Native Americans or discriminatory practices by staff and students. The following will not be allowed: war paint, weapons, caricatures, or other details which may not reflect positively on Native Americans.

Media (Library)

The SLES library program is under the direction of a media specialist/computer integrationist and an associate. They stimulate and guide general interests as well as encourage the use of library related material. Students learn library study skills and use equipment to facilitate their learning. The media center contains many books, recordings, CD-ROMs, internet based texts, and audio-visual materials.



Students visit the library regularly to learn how to use the media center, work on individual or group projects, or view educational tapes. Students have access to computers and participate in the Accelerated Reader Program in the media center. Kindergarten and first grade students are allowed to have 5 books checked out at one time while second, third and fourth grade students may have 5 items checked out at one time. Students are allowed to check out books for 2 weeks and renew for another 2 weeks if they desire. The library is open daily from 8:20a.m. to 3:20 p.m.

Medication

We prefer that parents manage medications at home. If necessary, however, prescription medications will be given during the school hours.

Medication will not be administered without written authorization that is signed and dated from the parent and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage, and the duration. (Ref. Code 506.5)

Parents must also fill out and sign the Medication Permission Form before the medication will be given. These forms are available in the school office. (Ref. Code No. 506.5R1) Inhalers are prescribed medication. However, physicians feel children should keep their inhalers with them to use them quickly. Please contact the school nurse to discuss your child's specific inhaler needs.

The school will not furnish any medication, including aspirin, to any student. In most instances, over the counter medications should be given at home. These medications may be given by the school nurse if parents have signed a Permission Form stating consultation with their physician regarding medication use. A note must be sent for your child to have cough drops at school. With a note, students may take one at the teacher's discretion, as long as there is not a disruption to the class. (Ref. Code No. 506.5)

Multi-Tiered System Of Supports

Multi-Tiered Systems Of Supports (MTSS) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

Names

Students' legal names must be used at school. The name on the birth certificate will be used unless a court document is presented indicating an adoption is completed and/or the child's surname has been changed.



Non-Custodial Parents

Non-custodial parents of students may receive school bulletins, report cards, and other school communications only upon request.

Nondiscrimination

The District and the Board will not discriminate in its employment practices on the basis of race, color, national origin, gender, disability, age, religion, creed, sexual orientation, gender identity or genetic information in accordance with all state and federal laws, rules and regulations.

The District and the Board will not discriminate in its educational programs and/or activities on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed or genetic information in accordance with all state and federal laws, rules and regulations.

This nondiscrimination policy extends to educational programs, student activities and athletics, student behaviors, District staff members, the public, District employment practices, and all aspects under the jurisdiction of the Spirit Lake Community School District.

Further, the District and the Board affirm the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, actual or perceived; color; creed; national origin; race; religion; marital status; sex; sexual orientation; gender identity; physical attributes; physical or mental ability or disability; ancestry; political party preference; political belief; socioeconomic status; or familial status. The Board prohibits harassment against employees based upon race, color, national origin, gender, disability, age, religion, creed, sexual orientation or gender identity. (Ref Code No 102)

Any person having inquiries or wishing to file a grievance concerning the Spirit Lake Community School District's compliance with the regulations implementing Title VI, Title IX, American with Disability Act or Sections 504 is directed to contact Ashley Weber or Jane Loveall, Spirit Lake School District, 2701 Hill Avenue, Spirit Lake, Iowa 51360 or phone 712-336-2820, Ext. 3060 or 3010.

Any person having inquiries or wishing to file a grievance concerning the district's compliance with Equal Employment Opportunity/Affirmative Action is directed to contact Ashley Weber, Spirit Lake School District, 2701 Hill Avenue, Spirit Lake, Iowa 51360 or phone 712-336-2820, Ext. 3020. (Ref. Code No. 102)

Nurse

The Spirit Lake Community School provides a school nurse. It is the responsibility of the parent to notify the school each year if your child has serious health problems such as diabetes, epilepsy, heart problem, etc. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

The nurse is responsible for the maintenance of health records, vision screening, care of minor injuries, and assistance in teaching health. The nurse is not responsible for medical diagnosis.



The nurse also serves as a member of the staffing team for children with special needs and as a liaison person to medical personnel and community health agencies, when appropriate.

Parent/Guardians' Right to Know

Parents/Guardians in the Spirit Lake Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification / degree.

Parents/Guardians may request this information from the office of the superintendent by calling 712-336-2820 or by sending an email request to Ashley Weber (aweber@spirit-lake.k12.ia.us) in the superintendent's office.

The Spirit Lake Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Parties

School

If you do not want your child to participate in a holiday or celebration planned at school, your desires will be honored. Please contact the classroom teacher about what your child may or may not participate in, and to decide what he/she will do during these events.

Non-School

Invitations to outside-of-school parties may be distributed at school only if ALL students in the classroom will receive one. We would prefer that invitations be mailed to each individual outside of the school day.

PEGASUS

(Providing Enrichment and Gifted Activities for Spirit Lake's Unique Students)

The academic TAG program encompasses identified students in grades 3 – 12. These students are identified using above average or the potential for above average academic abilities. Small classes and competitions are generated by student interest.

Students may be recommended for testing by teachers or parents. Students leave their classroom for this instruction. The program focuses on creative and critical thinking, research, and affective activities.

Physical Restraint & Physical Confinement

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is



restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the office. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

Picking Up Students at End of Day

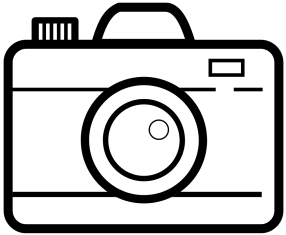
Picking up students at the end of the day can be hectic. Therefore, students being picked up after school will be picked up at the designated location of that child grade level.

Many of the parking issues result in cars being left in the driving lanes in either parking lot. Please do not leave any vehicles unattended.

Pictures

School/Class Pictures

Individual student pictures are taken each Fall and Spring. Detailed information about the prepaid packages will be sent home with each student and purchase is optional.



Activity Pictures

Students in the Spirit Lake School District may be involved in school-sponsored activities which result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, in athletic contests, displaying samples of student work, or representing a particular instructional program. These visual images may take the form of videos, photographic (film or digital) displays, or pictures in newspapers, magazines, reports or school sponsored Internet sites and social media. Students may or may not be identified. **However, no identification of students will be permitted on district/school sponsored Internet sites.**

Parents who do not want their child's photograph to be published must notify the principal in writing no later than September 2 of each school year. (Ref. Code No. 503.2, 503.2E1 & 503.2E2)

P.I.E.

Partners In Education is a program for parents and grandparents to participate in and discover ways in which you can contribute to SLES. If you are interested in becoming involved in this group, please contact the office.

Progress Reports

The following objectives or purposes are a system of student reporting practices:

- To inform parents/guardians of progress made by their children.
- To bring parents/guardians a closer understanding of the work at school.
- To record for pupils their growth and achievements.
- To assist pupils evaluating their growth or achievement.
- To assist the pupil, his/her parents, and the school in working cooperatively for the welfare of the pupil.



Reading Program

The ability to read is a basic ingredient in the learning process. Therefore, we consider reading to be the most important learning tool that children learn to use during their elementary school years. Our basic reading program reflects this belief.

The best way to spark the interest for reading in your child is to provide books for your child at home. Read to him/her frequently and show him/her that you are interested in books as well.

Foundational Literacy Intervention

As part of our Title I Program we have implemented Foundational Literacy Intervention. . This program is for first grade students having difficulty in adopting strategies necessary for good readers. This program requires six to twenty weeks of intensive and daily (half-hour) intervention by a trained teacher. Parents of students in this program must be highly involved in the program to witness success for your child.

We have high expectations of this program and fully expect at least 75% of the students involved to be able to read with their classmates without other special assistance following the first grade.

Recess Policies

Always see that your child is dressed appropriately for outside recess. Students go outside for fresh air and exercise during their scheduled recess time unless it is raining or the weather is too cold to play outside. Students will not be able to go outside if the teacher feels a student isn't dressed adequately. During winter/cold months all students need stocking caps, gloves/mittens, boots, snow pants and winter coats in order to go outside for recess. The Spirit Lake Elementary School Principal will determine if students go outside or stay inside on a recess-to-recess basis during inclement weather. If the wind chill falls below 0 degrees Fahrenheit students will remain indoors for recess. Please don't ask us to keep your child in for recess unless there is a medical reason to do so. Students are more inclined to sit and pay attention to their lessons if they are more physically active at recess.

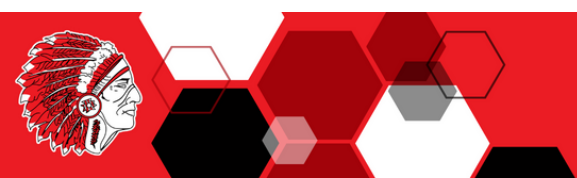
Classroom teachers will restrict toys (NO KNIVES, GUNS, OR WAR-LIKE WEAPONS) or equipment children are allowed to bring to school to use during recess. Students are responsible for their toys and equipment they bring to school. *In all cases, the school accepts no responsibility for lost, stolen, or broken items.*

SLES playground is property of the Spirit Lake Community School District, therefore individuals not currently enrolled at Spirit Lake Elementary School may be asked to leave school grounds (including the playground area) during school hours. In keeping the established guidelines and behavior expectations of our students as well as ensuring their general safety during the school day, SLES cannot be responsible for supervision and discipline of other children or adults who may be present during our recess time.

Safety Procedures

The safety of our children is of utmost importance to all of us. We want to assure you that safety is a top priority for all the staff at SLES. We continually review our safety procedures to ensure we are doing everything we can to keep your children safe while here at school.

- **After 8:20 a.m. all parents and visitors will enter the West doors.** Entry to the building will be limited to this door during the school day. All other entrances will be locked.



- **All parents and visitors will sign in at the office when they are in the elementary after 8:20 a.m., with no exceptions.** You will be given a visitor identification tag to wear while you are volunteering or visiting at the elementary. If you do not have one, you will be escorted to the office to sign in and get an I.D. tag.

School Spirit

We are proud of our schools, activities and students participating. We encourage the children to attend all activities, but only if they are interested in watching. They are to remain seated during the activity, at least until the half or intermission. They are not to run to the concession stand or rest rooms until there is a break. If they have difficulty in following these requests, they may be asked to leave, or stay next to you, the parent. We encourage **pride, enthusiasm, and sportsmanship** with the understanding that we must act like winners in all situations.



Special Education

The Board recognizes some students have different educational needs than other students. The Board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to the maximum age allowable in accordance with the law.

Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. Students requiring special education shall be placed in the least restrictive environment possible appropriate to the needs of each individual student.

The appropriate education for each student is written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services. (Ref. Code No. 602.3)

'Specials' Programs

"Specials" classes consist of Art, Music, Physical Education, Guidance, S.M.A.R.T. Room, and Media, 21st Century for KDG. These classes will rotate on a five day cycle (KDG will be a six day schedule) for each grade level. Each class will attend specials on a regularly scheduled basis.

Special Services

Speech and Language Pathologist – Speech and Language Pathologists provide a range of clinical speech and language services directed toward identifying, planning, coordinating, and carrying out programs for students with deficits in articulation, language, voice, and fluency.

School Psychologist – Psychological services are provided for preschool and TK-12 students. A problem-solving orientation is stressed and focused on better defining the nature of a student's difficulties as well as developing intervention strategies assisting the student's academic and/or social emotional progress. Diagnostic assessment, counseling, and teacher as well as parent consultation are provided.



Educational Consultant – An educational consultant is scheduled at the elementary school on a regular basis. The teacher, principal, and/or parents may initiate appropriate testing and/or consultation with the educational consultant.

Educational Audiologist – Services are provided for necessary identification and diagnostic evaluation of students. Strategies and accommodations are developed to optimally meet the needs of students with varying degrees of hearing difficulties.

Social Worker – Students are referred to school social workers for social, behavioral, and/or emotional difficulties. School social workers work with the problem solving team to define areas of need and help provide recommendations to parents and school.

Other Specialists – Other specialists, in areas such as vision, hearing, physical therapy, etc., are available for various needs and services through AEA. Contact your child's teacher with any concerns.

Comprehensive evaluations of preschool children are available. If you feel your preschool child is having difficulty with communication, hearing, or seems to be developing at a slower rate than typical for his/her age, please call for more information. A comprehensive evaluation may be needed with this service provided at no cost to the parent.

Student Directory Statement

The building principal may release the following information to the public in regard to individual elementary school students: parent or guardian's name(s), telephone listing, date of birth, teacher's name, email address, enrollment status, photos, participation in school sponsored activities, awards and honors received, and/or location and name of the most recent previous school attended by the student, and other similar information.

Any student's parent(s)/guardian(s) not wanting this information released to the public must make an objection in writing to the principal. Objections must be renewed in writing each school year by September 2nd. (Ref. Code Nos. 503.2, 503.2E1, 503.2E2)

Student Freedom of Expression

Student expression, other than student expression in student-produced official school publications, made on the District premises or under the jurisdiction of the District or as part of a school-sponsored activity may be attributed to the District; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the District.



Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

Student Records: Access & Confidentiality

Parents may review their child's records, by requesting an appointment with the classroom teacher and/or the principal for that purpose. People outside the school system may have access only with written consent from the student's parents. Parents may access, request amendments to and copy their child's records during regular office hours. This is to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials. (Ref. Code Nos. 503.1, 503.1R1, 503.1E1-4)

Student Selection for Classes

Each year, during the last month of school, our teachers make suggested class lists for the next school year. These class lists are given to the principal who then assigns teachers and students.

The teachers use the following guidelines in creating class lists: a balance of boys and girls, academic achievement among the students and consideration of known personality differences between children and nonproductive cliques. All things are taken into consideration when making class lists, but no placements are guaranteed. Parent requests are taken into consideration; it is asked that your request be received in writing in the office by June 1. ***In addition, it is also asked that parents provide in writing an educational based preference for not being placed in a classroom, rather than a preference to be placed in a classroom.***

Tardy

Any student arriving after 8:15 a.m. and before 9:30 a.m. shall be counted tardy. Any student arriving between 9:30 and 12:00 noon or leaving before 2:30 p.m. will be counted ½ day absent.

Teacher Request

It should be understood that many factors are considered when assigning students to a particular teacher/classroom each year including the class makeup of the students. The elementary principal and the teachers work together to develop class rosters that benefit most students. With that in mind, a parent request to have their child placed in a specific teacher's classroom will be considered, along with other factors, if the request is timely. Written requests must be in the elementary principal's office by May 1. If you should decide to request a particular teacher, please include your reasoning based on the educational benefits of doing so. Due to the other factors that are considered by the elementary principal and staff, some requests may not be honored. The final decision is made by the administration. Request forms will be kept in the elementary office.

Threat Assessments

A threat is an expression of intent to harm or act out violently against someone or something. It may be spoken, written, or symbolic. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied. A threat assessment represents an important component of a comprehensive approach to school safety that gives schools an alternative to zero tolerance discipline policies.



The threat assessment is a violence prevention strategy that involves the following.

1. Identification of a student's threats to commit a violent act.
2. Determination of the seriousness of the threat.
3. Development of an intervention plan that protects potential victims and addresses the underlying problem or conflict that stimulated the threatening behavior.

When a threat is witnessed or heard, a staff member will do an immediate assessment of the situation. If there is any reason to believe that danger might be imminent, administration should be called immediately. If there is no imminent danger, the staff member will enter the behavior into SWIS and alert Administration. From there, the administration will investigate and determine next steps.

Title I Reading Program

The Title I Reading program is funded by a Federal Grant to the State entitled "Helping Disadvantaged Children Meet High Standards". Through this grant program we hire supplemental staff. Their objective is to work with individual pupils or small groups of students who are experiencing difficulty with reading. The Title I Reading Program is provided for the student in addition to the regular reading program. We are using many varied types of instruction and equipment in this program in an attempt to spark an interest in reading or to teach a specific skill that has yet to be mastered.

Students are eligible for this program if they score lower than the 40th percentile on the Iowa Assessments reading test (2-8) or are recommended by the classroom teacher. Students are placed in and removed from this program as their need for it exists. We believe that this program has been effective for most of the students involved with it.

Transfer

You are asked to contact the elementary office if you are moving and your child will be attending a different school. Records will be sent directly to the new school when the request is received from that school.

Transitional Kindergarten

SLES, in an effort to provide for the needs of the families of the Spirit Lake Community School District, has initiated an alternative program to kindergarten for students who've reached their fifth birthday on or before the 15th of September of the current year. A certificate of birth and a physical examination are required of all students entering the transitional kindergarten program. Not all children who have reached the age of five years are ready to start kindergarten, and transitional kindergarten is an excellent alternative for students with summer or late spring birthdays. Different assessments may be used to determine the best placement for students along with recommendations from our preschool teachers and parent input.

Video Surveillance

The board has a responsibility to maintain discipline, protect the safety, security and welfare of its students, staff and visitors while at the same time safeguarding district facilities, vehicles and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles or



equipment with the exception of places such as restrooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. Parents and students are hereby put on notice that surveillance videos can and will be used in student disciplinary proceedings.

Surveillance video content will be erased on a periodic basis and will be retained, if necessary, for use in a student disciplinary action or other matter as determined necessary by either the administration or Board of Directors. The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students/adults who vandalize, damage, disable or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Visitation & Guests at School

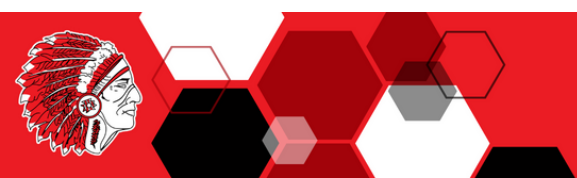
Parents are always welcome to visit the elementary school. We do, however, have some guidelines to help make school visitations more meaningful for both parents and students. We ask your cooperation on the following:

- Parent visitations during the first two and last two weeks of school are usually not successful. These times can be non-routine with more than normal teacher direction.
- Children will not be allowed to visit school unless an adult accompanies them or has received prior permission from the principal and classroom teacher.
- We discourage all day visitors, parents or children, but should a child stay for the entire day he/she will be expected to fully participate as a regular student. Generally, the school suggests guests spend at most a half a day at the school. In either case prior consent from the Principal must be obtained.
- Parents needing to deliver a sack lunch or school materials for a child are asked to do so at the office so as not to disrupt a class in session.
- Please check in at the office before you visit a classroom.

Volunteer Program

We welcome parents and approved guests willing to give an hour or more of their time during the week in helping individual students. We will schedule time at your convenience. Consider volunteering by calling your child's classroom teacher. Volunteers are greatly appreciated by students and teachers. All volunteers will be required to sign in at the elementary office upon arrival.





Ten Commitments for Parents

It has been long recognized that active parent interest in children’s schoolwork and education dramatically improves a child’s academic performance, as well as self-esteem. The following commitments provide a strong support bond between home and school.

- 1) I will read to my child daily.
- 2) I will help my child start a word collection of at least one unknown word daily.
- 3) I will listen to my child read daily.
- 4) I will take dictation (talk written down) of the stories, poems, and sayings my child creates.
- 5) I will help my child pursue an interest and find five books to read on this topic.
- 6) I will praise my child for at least one success daily.
- 7) I will arrange for my child to use the library and visit bookstores to select his/her own books.
- 8) I will provide my child with educational games.
- 9) I will help my child find a listener to read to (another child, grandparent, or a friend)
- 10) I will listen to my child daily about his/her school reading of stories and progress in learning to read.

Twenty Minutes a Day

By Richard Peck

*Read to your children
Twenty minutes a day;
You have the time,
And so do they.*

*Read while the laundry is in the machine;
Read while the dinner cooks;
Tuck a child in the crook of your arm
And reach for the library books.*

*Hide the remote,
Let the computer games cool,
For one day your children will be off to school;
“Remedial?” “Gifted?” You have the choice;
Let them hear their first tales
In the sound of your voice.*

*Read in the morning;
Read over noon;
Read by the light of
Goodnight Moon.*

*Turn the pages together,
Sitting close as you’ll fit,
Till a small voice beside you says,
“Hey, don’t quit.”*